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17 September 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

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1. We are arranging for a temporary mutual transfer of John [redacted] ISS, to be effective Monday, 20 September. This transfer is being effected so that [redacted] can assume lighter duties while he recuperates from recent surgery. We expect to use him in the reproduction of tapes, which presently is proceeding at a hectic pace.

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2. Yesterday I briefed the two [redacted] on some of the problems encountered in setting up a language training program. They were receptive and seemed quite interested in the discussion. I advocated the use of native speakers, linguists as supervisors, the use of extant materials prepared for adult students, and that they go directly to the use of cassettes as a study tool, with the possibility of their doing away completely with the idea of a language lab.

3. Room-darkening drapes were installed in Room 224 this week to make the room more suitable for use as a film theater.

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4. Mrs. [redacted] one of the instructors we recently released in order to meet our contract ceiling, has been hired by the Foreign Service Institute to teach [redacted]. Instead of using up the remainder of her grace period here, she will begin work at FSI next week.

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5. We were able to satisfy [redacted] request for advanced listening tapes in Chinese with the help of [redacted] does not have Chinese broadcast tapes available in this country, but one [redacted] officer took it upon himself to make the recording at night. The quality of the tape is good, and we hope it will meet [redacted] needs. Several more are on order.

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6. Although Romanian is not a language in which we have large student enrollments, there has been a continuing requirement for it over the years, particularly for aural comprehension courses. Mrs. [redacted] our Romanian instructor, has now completed syllabi for a reading course and an aural comprehension course, and is in the process of making comprehension tapes to go with the comprehension course.

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7. Mrs. [] of our Swedish faculty has begun a night school course on audio-visual aids at the University of Maryland.

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[] Deputy Chief/Germanic Languages, started work this week in two linguistic courses at Georgetown University.

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8. On Wednesday, [] Chief of the Slavic Department, paid a visit to Dr. R. Goodison, his counterpart at FSI, where he obtained copies of the latest FSI Russian language training materials. Dr. Goodison also described his department's success of late in obtaining current Soviet feature films. The films are obtained on a one or two-day loan basis directly from the Soviet Embassy and are shown at FSI approximately once a week. Goodison expressed a willingness to have small groups of our teachers and students attend the film showings.

9. September language courses began this week. Final briefings were given to BAHLT students starting the programmatic Spanish course and 43 students entered regular training at LS.

Following are enrollment figures for the week of 7 - 10 September:

<u>Students</u>	<u>Classes</u>
Full-time - 30	Full-time - 17
Part-time - <u>84</u> (59 Hqs.)	Part-time - <u>28</u> (10 Hqs.)
TOTAL.....114	TOTAL.....45

Laboratory hours for the week of 7 - 10 September 1971:

Language School - 60

There were 10 proficiency tests given during the week of 7 - 10 September 1971.

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Chief, Language School

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